



## DEPARTMENT OF EDUCATION

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STATE SUPERINTENDENT  
PUBLIC INSTRUCTION

### Division of School Transportation

## INSTRUCTIONS FOR COMPLETING IDAHO PUPIL TRANSPORTATION SCHOOL BUS RUN REPORT

### 2005-2006 SCHOOL YEAR

This annual transportation report is designed to reflect the district's routing methods and reporting requirements in compliance to administrative rule (IDAPA 08.02.02.190 and Standards for Idaho School Buses and Operations, pages 72-75). The required data is generated by individual bus numbers and lists bus runs for all buses.

Instructions to download and submit the School Bus Run Report from SDE's School Transportation Web Site:

- Log on to [www.sde.state.id.us/finance/transport/forms.asp#Annual](http://www.sde.state.id.us/finance/transport/forms.asp#Annual). Click on the heading titled "School Bus Run Report." This will connect to a page listing requirements to download secure documents.
- At the secure page, scroll to the bottom and click on "Pupil Transportation Support Program Documents." This will connect to a page for selecting a district and entering a password.
- Select district number from Username drop-down bar.
- Type in previously assigned password and click "Login." This connects to a listing of all secure pupil transportation documents available for download. (Passwords were distributed to Superintendents, Business Managers, and Transportation Supervisors a few years ago. If you are unable to locate the previously assigned password, please contact SDE at 208-332-6851.)
- **Right-click** on "School Bus Run Report."
- Click "Save Target As" on the sidebar. Save the Excel file on your own computer hard drive or network.
- Complete the School Bus Run Report using the file saved on your computer.
- Once report is complete, resave and email the revised document as an attached Excel file to [ADSalazar@sde.idaho.gov](mailto:ADSalazar@sde.idaho.gov). The School Bus Run Report is due July 17, 2006. (The remainder of this instruction sheet contains details for completing the report. Pay particular attention to detailed instructions in the 'YEAR' column.)

**Following is a list of each column heading on the School Bus Run Report spreadsheet and instructions for each column of information required. Information is required for each column heading. Please leave column headings in the order that follows:**

**YEAR** – The School Bus Run Report downloaded from the Web will contain a copy of data submitted in 2005. If you notice any errors in 2005's data, make changes in red font on the

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Office Location  
650 West State Street

Telephone  
208-332-6800

Speech/Hearing Impaired  
1-800-377-3529

FAX  
208-334-2228

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2005 rows. If any cells are blank in 2005's data, enter the information in red font. Only buses assigned as spares should contain blank cells.

The rows beginning with 2006 are to be used for entering 2006's bus run data. If a run did not change from 2005 to 2006, copy 2005's data to the 2006 row.

A completed School Bus Run Report needs to contain rows of 2005's data with corrections in red font, plus rows of 2006 bus run data. It is important to be certain that each row correctly identifies 2006 data in addition to any corrections to 2005 data rows. Year 2006 is for July 1, 2005 through June 30, 2006 (or fiscal year 2006).

**DIST** – Enter your district's number using three digits.

**BUS** – Enter each bus number for each bus run. Every school bus available to the district for purposes of transporting students to and from school(s) during morning (**AM Runs**), mid-day (**Mid-Day Runs**) and afternoon (**PM Runs**) hours should be listed. Buses not assigned to runs are considered to be "spare" buses and should be reported as such.

**VIN** – Check for correct VIN number. Make any corrections in red font.

**TYPE of RUN or SPARE BUS** – Choose from the following nineteen categories: If the bus is a "spare," enter SPR in the cell and skip to the next bus assigned to a run. If a bus run consists of two types (for example, transporting IRI with MIG), select the run type that serves the majority of students on that run.

**ELE:** Elementary

**SEC:** Secondary; High School or Middle School

**KAM:** Morning Kindergarten Home

**KPM:** Afternoon Kindergarten to School

**ALT:** Alternative School

**PRE:** Preschool

**HST:** Head Start

**DIS:** Disability

**D-B:** Deaf-Blind School

**VOC:** Vocational, Including Job Training

**SHT:** Shuttle

**LAT:** Late (After Normal School Hours, Including After-School Activities)

**ERL:** Early (Before Normal School Hours)

**SUM:** Summer School Program

**ESY:** Extended School Year (Summer Special Education)

**MIG:** Summer Migrant Program

**IRI:** Idaho Reading Intervention (Reading Program; 33-1615, Idaho Code)

**OTH:** Other

**SPR:** Spare bus

**BUILDING NUMBER** – Every district school building has a three-digit number assigned to it by the State Department of Education. Transportation supervisors should obtain a listing of SDE assigned numbers from district administration or via a link on the State Department of Education School Transportation Section Web Site. If run listed is in-bound, enter three-digit number of

LAST building served. If run listed is out-bound, enter three-digit number of FIRST building served. Where no state assigned building number exists, enter 999.

**BUILDING NAME** – School building name corresponding with building number in previous cell.

**RUN NUMBER** – List the consecutive number of runs for each AM, Mid-day, and PM routes for each bus.

**AM RUN** – An a.m. run represents a bus picking up students and bringing them in (in-bound) to a school or multiple schools. If a bus drops students at their school(s), picks up students at the school or series of schools and shuttles them to another school, it is an extension of the same run. However, if a bus drops students at their school(s) and returns to outlying areas to pick up other students in order to bring them into their school(s), it is the start of a (new) second run on the “a.m. route,” etc.

**MID-DAY RUN** – A mid-day run represents a bus picking up students in outlying areas and bringing them in (in-bound) to a school or multiple schools **or** picking up students at their school(s) and taking them to outlying areas (out-bound) for delivery home.

**PM RUN** – A p.m. run represents a bus picking up students at their school or multiple schools and delivering them home (out-bound). If a bus picks up students at their school(s) and shuttles them to another school for delivery home by another school bus, it is an extension of the same run. However, if a bus picks up students at their school(s) and delivers them home and then returns to another school to pick up other students in order to deliver them home, it is the start of a (new) second **run** on the “p.m. route,” etc.

**IN/OUT BOUND** – Runs designed to pick up students in their neighborhood and deliver them to school are considered “in-bound.” Runs designed to pick up students at their school and deliver them home are considered “out-bound.” Shuttles can be either, but should be tied to the three-digit building number and bus number.

**START MILITARY TIME** – Enter military time when the run starts. Enter military time when the bus departs the beginning location, such as bus garage, driver’s home, school building, etc. Traditional time may be entered in place of military time.

**END MILITARY TIME** – Enter military time when the run ends. Enter military time when the bus arrives at the ending location, such as bus garage, driver’s home, school building, etc. Traditional time may be entered in place of military time.

**LOADED TIME** – Record the amount of time the bus run is loaded with students, from the first student picked up until the last student dropped off. (The longest time any student is on the bus run.) Do not include time operating empty (with no passengers).

**DAYS RUN THIS YEAR** – Enter the number of days the bus was assigned to the run during the fiscal school year reported. Some runs are established in the middle of a school year subsequent to student population growth. Sometimes runs are eliminated because of decreased student population growth. A typical run usually operates 180 days during the school year. Some runs reflect special programs (IRI or summer school) and therefore, operate for only a portion of the year.

**LOADED MILES** – Enter the number of miles traveled on the run during a typical day with students on board, to the nearest tenth mile.

**EMPTY MILES** – Enter the number of miles traveled on the run during a typical day with no students on board, to the nearest tenth mile.

**NUMBER BUILDINGS SERVED** – Enter the number of schools where students are transported to/from on this run. Many rural school districts serve multiple grade levels (three or more school buildings) on a single run, both in-bound (morning runs) and out-bound (afternoon runs).

**STOPS < 1.5 MILES** – Enter number of stops on the run that are less than 1.5 miles from any student's school of attendance. Do include stops made at school buildings to load or unload students. If a stop contains students being serviced to multiple schools, both a school(s) over and a school(s) under 1.5 miles, count the bus stop into this <1.5-mile category.

**STOPS >= 1.5 MILES** – Enter number of stops greater than or equal to 1.5 miles from any student's school of attendance, keeping in mind the criteria for stops under 1.5 miles, as described above.

**BUS CAPACITY** – A bus design capacity represents three students per full bench seat plus any wheelchair positions. For example, list 36, for 33 bench positions (11 bench seats) and 3 wheelchair positions.

**ELIGIBLE RIDERS** – Enter number of eligible students living on this run, regardless of whether or not they typically ride the bus. This includes students living equal to or over 1.5 miles from the school and **board-approved safety-based** students living less than 1.5 miles from the school.

**ACTUAL RIDERS** – Enter actual number of students that typically ride the bus assigned to the run. Ridership shall be calculated during weekly counts assigned by SDE. The average high count calculated on each bus run during the three SDE-assigned count weeks should be averaged and the highest of the three count reporting times entered in this cell. Please refer to forms submitted to SDE for the three count periods; use the highest of the three count periods.

**ACTUAL INELIGIBLE RIDERS** – Of all the actual riders, enter the number of ineligible riders that typically ride the bus assigned to the run. Ineligible riders include “ineligible students,” “non-public school students” and “non-student riders” as defined in *Standards for Idaho School Buses and Operations*, pages 71-72. For example, those living under 1.5 miles from school of attendance and not approved for safety busing, non-students, etc.

**ACTUAL SAFETY-BUSED RIDERS** – Of all the actual riders, enter the number of board-approved safety busing students that are boarding/de-boarding at stops less than 1.5 miles from the student's school of attendance. Some students approved for safety busing do not typically ride the bus to and from school; therefore, they should not be counted as actual riders even though they can be counted as “eligible.”

**ACTUAL SPECIAL EDUCATION RIDERS** – Of all the actual riders, enter the number of students identified as disabled or having special needs that typically ride the bus assigned to the run, **excluding wheelchair riders**.

**ACTUAL WHEELCHAIR RIDERS** – Of all the actual riders, enter the number of students that typically ride the bus assigned to the run that require the use of a lift and wheelchair securement device.

**AIDES** – Enter number of aides assigned to this bus run.

**SUMMER PROGRAM** – Enter “Yes” or “No” if the run exclusively serves a summer program.

**CAPACITY RATIO** – Leave cell as is; this is a calculated field for informational purposes only.

**Remember** – this report reflects school bus run information for “a typical day” during the course of the school year. It is not intended to be all-inclusive for every day of the school year. It is intended to provide typical routing configuration methods used by the school district.

Email or mail completed electronic report to SDE Student Transportation by July 17, 2006.

Electronic reports are required:

**Email:** [ADSalazar@sde.idaho.gov](mailto:ADSalazar@sde.idaho.gov)

**Fax:** 208-334-3484

**Ph:** 208-332-6851

**Mail:** Student Transportation  
Idaho Dept. of Education  
P.O. Box 83720  
Boise, ID 83720-0027